

Date: [Insert Date]

To: [Client Name]
[Client Address]
[City, State, Zip Code]

Subject: Acknowledgment of Client Portal Registration

Dear [Client Name],

This letter is to confirm that we have successfully received and processed your registration for our secure Client Portal.

Your account is now active. You can log in using the credentials you created during the sign-up process at the following link: [Insert Portal URL].

Through this portal, you will be able to:

- View and download important documents.
- Securely upload files to our team.
- Track the status of your ongoing projects.
- Receive real-time updates and notifications.

For your security, please do not share your login details with anyone. If you have any issues accessing your account or if you did not authorize this registration, please contact us immediately at [Insert Phone Number] or [Insert Email Address].

Thank you for choosing [Company Name]. We look forward to providing you with a more streamlined and efficient experience.

Best regards,

[Your Name/Sender Name]
[Title]
[Company Name]